



Kay Ivey
Governor

**STATE OF ALABAMA
PLUMBERS & GAS FITTERS
EXAMINING BOARD**

216 AQUARIUS DRIVE, SUITE 319
HOMEWOOD, AL 35209
PHONE (205)945-4857
FAX (205)945-9915
www.pgfb.alabama.gov



James M. Morgan
Executive Director

**Instructions for applying for certification in Alabama for out-of-state
license/certification holders:**

At this time, the State of Alabama Plumbers & Gas Fitters Examining Board does not have any active reciprocal agreements with any states. If you are currently certified/licensed in another state, you may be eligible to test for the equivalent classification in Alabama.

In order to request certification in the state of Alabama, you must complete the following and submit to the Board office:

- Application for Examination – Out of State Applicants Only
- Request for Verification of License/Certification (*copy only*)
- Verification of US Citizenship form

The original Request for Verification of License/Certification form will need to be sent to the state you are currently licensed/certified in for the licensing/certifying agency to complete.

If you are approved to test in the State of Alabama, you will then be contacted regarding sending in payment for the examination. Journeyman exam is currently \$110.00 and Master exam is currently \$160.00 per certification. Examination fees are non-refundable.

Please note: If you will be the owner/responsible in charge for a company contracting/performing/etc. plumbing and/or gas fitting in Alabama, you must also register the company with the Board **AFTER passing the exam. Forms to register your company may be found on our website.



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EXAMINATIONS

Proctor:

Prov

Exam Scheduling:

Upon eligibility, exams can be scheduled by calling Prov at 866-720-7768 or by going online to <https://www.provexam.com/schedule>. Link and web address can be found in attached exam bulletin.

Exam Results:

Receive results the same day

Exam Format:

Computerized Testing (Open Book – 2021 Code Book**)

Exam Locations:

Exams are given weekly in the following locations: Athens, Auburn, Birmingham, Enterprise, Huntsville, Mobile, Montgomery, & Tuscaloosa. Out-of-state exam locations are also available.

PLEASE NOTE:

Effective September 1, 2015, when you pass an examination, you have ninety (90) calendar days to obtain your certification from the date you pass your examination. If you do not obtain your certification within ninety (90) calendar days of the date you pass your examination, you will have to re-test.

**2021 International Plumbing Code and International Fuel Gas Code Books may be purchased by visiting <https://www.iccsafe.org/> or by visiting International Code Council's Eastern Regional Office located at 900 Montclair Road, Birmingham, Alabama 35213.

ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD
216 AQUARIUS DR., SUITE 319
HOMEWOOD, AL 35209
PHONE: 205-945-4857
FAX: 205-945-0273
WWW.PGFB.ALABAMA.GOV

Request for Verification of License/Certification

Applicant: Please fill out the **first section** of this form, then forward the original form to the licensing/certification unit in the state you are currently licensed/certified in & a copy of the form to the above address or fax.

Name: _____ Social Security #: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

I am currently certified in _____ (state) and I am seeking certification as a licensed
[] journeyman [] master [] plumber [] gas fitter in the state of Alabama.

I am requesting certification in the State of Alabama. Please verify my licensure/certification status in the state I am currently licensed/certified in. Further, I understand that by my signature I am recognizing that I am not exempted from the laws of the State of Alabama and agree to comply with all laws, rules, and regulations of the State of Alabama Plumbers & Gas Fitters Examining Board.

Applicant's Signature: _____ **Date:** _____

Verification of License/Certification

Verifying State: Please furnish the requested information and sign. Return the verification form to the Alabama Plumbers and Gas Fitters Examining Board at the address or fax above.

License/Certification Type: _____ License/Certification Number: _____

Date First Issued: _____ Expiration Date: _____

Exam Administered By (Name of Vendor): _____

Examination Type: _____ Date of Exam: _____ Score: _____

Disciplinary Action: ____ Yes ____ No - If yes, please provide copies of all Petitions/Orders & current status.

Verifier's Information and Signature:

Name: _____ Position/Title: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Verifier's Signature: _____ **Date:** _____

ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD
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WWW.PGFB.ALABAMA.GOV

APPLICATION FOR EXAMINATION

This form is ONLY for those who hold a license/certificate in another state who wish to be certified in Alabama.

A copy of current license/certificate from current state MUST be attached to this form. Application for examination is hereby made and the fee is hereby submitted in the form of a CHECK, MONEY ORDER, or CREDIT CARD AUTHORIZATION FORM. **Once exam application is processed, you will receive an Exam Eligibility Notification concerning scheduling your exam. Failure to appear at scheduled exam will result in forfeiture of fee.**

NOTE: Please print or type and provide all requested information. A home address MUST be provided even if you receive your mail at a different address.

Name: _____ Social Security #: _____

Are you a U.S. Citizen? Yes _____ No _____

Please complete and attach Proof of Citizenship or Lawful Presence of Non-Citizen Form.

Home Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Employer: _____

Principal Master Name: _____ Current Certification No.: _____

Employer's Address: _____

City: _____ State: _____ Zip Code: _____

Employer's Phone: _____ Employer's E-mail: _____

Check desired exam below:

Master Plumber Master Gas Fitter **Requires non-fundable fee of \$160**
 Journeyman Plumber Journeyman Gas Fitter **Requires non-fundable fee of \$110**

Check desired exam location:

Birmingham Huntsville Montgomery Mobile
 Out of State: Specify the state in which you would like to take the exam: _____

Applicant's Signature: _____ **Date:** _____



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Declaration of U.S. Citizenship or Lawful Presence of an Alien

With certain exceptions, *Code of Alabama § 31-13-7* prohibits aliens unlawfully present in the United States from receiving state or local benefits. Every U.S. citizen applying for a state or local public benefit must sign a Declaration of Citizenship, and the lawful presence of an alien in the U.S. must be verified by the Federal Government pursuant to 8 U.S.C. §§ 1373©, 1621, and 1625.

Code of Alabama § 31-13-7(i) The verification that an alien seeking state or local public benefits is an alien lawfully present in the United States shall be made through the Systematic Alien Verification for Entitlements (SAVE) program, operated by the United States Department of Homeland Security. If for any reason the verification of an alien's lawful presence through the SAVE program is delayed or inconclusive, the alien shall be eligible for state or local public benefits in the interim period if the alien signs an declaration that he or she is an alien lawfully present in the United States. The penalties under subsection (h) shall apply to any false, fictitious, or fraudulent statement or representation made in a declaration.

Section I – Applicant Information

Name (Print or type) _____
(Last) (First) (M.I.)

Social Security Number: XXX-XX-_____

Section II – U.S. Citizenship or National Status

Are you a citizen or national of the United States? (Check one) Yes No

If you checked **YES**, skip Section III, complete Section IV, **and** provide one of the documents listed on the reverse side as evidence of United States citizenship.

If you check **NO**, complete Section III.

Section III – ALIEN Status

If not a citizen or nation of the United States, are you lawfully present in the United States? Yes No

Section IV – Declaration

I declare under penalty of perjury under the laws of the State of Alabama that the answers I have provided are true and correct to the best of my knowledge.

Print Name Signature Date

PROOF OF CITIZENSHIP

Code of Alabama 1975, Section 31-1329(g)

From Act 2012-491

1. A driver's license or nondriver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or nondriver's identification card.
2. A birth certificate indicating birth in the United States or one of its territories.
3. Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
4. United States naturalization documents of the number of the certificate of naturalization.
5. Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
6. Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
7. A consular report of birth abroad of a citizen of the United States of America.
8. A certificate of citizenship issued by the United States Citizenship and Immigration Services.
9. A certification of report of birth issued by the United States Department of State.
10. An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
11. Final adoption decree showing the person's name and United States birthplace.
12. An official United States military record of service showing the applicant's place of birth in the United States.
13. An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
14. AL-verity.
15. A valid Uniformed Services Privileges and Identification Card.
16. Any other form of identification that the Alabama Department of Revenue authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

PROOF OF LAWFUL PRESENCE OF NON-CITIZEN

Code of Alabama 1975, Section 31-13-(10) [LawDesk]

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama nondriver's identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.
5. A foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.



State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin

FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To schedule for testing, go to <https://www.provexam.com/schedule>. You may also call us at 866-720-7768. [Click here](#) for more information about registering.
2. **WHERE CAN I TEST?** You may test at any one of Prov’s testing centers. [Click here](#) for a current list and directions to each of our Alabama testing centers.
3. **HOW MUCH DOES IT COST?** You pay your exam fee to the State, so there is no fee to pay Prov for testing.
4. **WHEN DO I GET MY TEST RESULTS?** Prov’s scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score.
5. **ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice examinations to help you prepare for your test.
6. **WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions –
Alabama PGFB
216 Aquarius Drive
Suite 319
Homewood, AL 35209
Phone: (205) 945-4857
Fax: (205) 945-9915
www.pgfb.alabama.gov

For Testing Questions -
Prov Inc.
150 Civic Center Dr.
Suite 601
Sandy, UT 84070
Toll Free: (866) 720-7768
Call or text (801)
www.provexam.com
Office Hours: 8:00am to
12:00am EST

GENERAL TESTING INFORMATION

The Alabama Plumbers & Gas Fitters Examining Board has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed Plumbing and Gas Fitting Contractors. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your Alabama Plumbers and Gas Fitters Examining Board licenses.

Alabama law requires that each individual who is engaged in Plumbing and Gas Fitting to be licensed. To become licensed, an individual must first complete the appropriate application with the Alabama Board of Plumbers and Gas Fitters Examining Board. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the Alabama Board of Plumbers and Gas Fitters Examining Board at **(205) 945-4857**.

The following is a list of the examinations administered by Prov for licensing through the State of Alabama PGFB Examining Board. All exams are open book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

- Journeyman Plumber
- Journeyman Gas Fitter
- Master Gas Fitter
- Master Plumber

State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin

TABLE OF CONTENTS

FREQUENTLY ASKED QUESTIONS.....	1
MORE QUESTIONS	1
GENERAL TESTING INFORMATION.....	1
TABLE OF CONTENTS.....	2
TESTING WITH PROV.....	2
WHERE TO TAKE YOUR EXAM.....	2
HOW TO SCHEDULE ONLINE.....	2
SCHEDULING BY PHONE.....	3
CANCEL/RESCHEDULING POLICY.....	3
PREPARING FOR YOUR EXAMS	3
EXAM DESCRIPTIONS	4
PURCHASING REFERENCE MATERIALS & STUDY GUIDES.....	5
TEST DAY RULES AND PROCEDURES	6
CHECK-IN DEADLINE	6
PROOF OF IDENTITY.....	6
PROHIBITED ITEMS	7
APPROVED ITEMS	7
REFERENCE MATERIAL RULES.....	7
VISITOR POLICY	7
UNETHICAL CONDUCT POLICY.....	7
RESULTS REPORTING.....	7
RETESTING POLICY	8
REVIEWS & PROV’S ACCEPTED PAYMENT METHODS.....	8
EXAM CHALLENGE PROCESS.....	8
HAND SCORE REQUEST	8
PROV’S NON-DISCRIMINATION STATEMENT	8
SPECIAL ACCOMMODATIONS	9
TESTING SITE AVAILABILITY.....	9
WHAT IS EXAMROOM?.....	9
FIXED TESTING LOCATIONS.....	9
TEST SITE LOCATIONS	10
TEST SITE INSTRUCTIONS	11

TESTING WITH PROV

Your exam will be administered by computer at one of Prov’s testing centers. Prov’s testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov’s testing system:

<https://youtu.be/h3T9svnldLY>.

WHERE TO TAKE YOUR EXAM

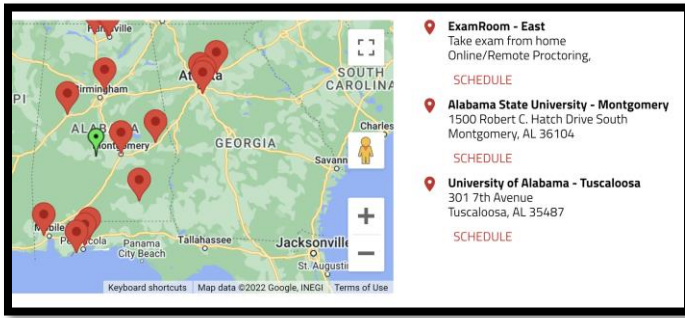
You may take your examination at any of Prov’s testing facilities nationwide.

Prov has established nine (9) testing centers within Alabama where candidates can take their examinations. These testing centers are located in Athens, Auburn, Birmingham, Enterprise, Huntsville, Mobile, Montgomery, and Tuscaloosa. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL:
<https://www.provexam.com/schedule>
2. Enter your Email and your Last Name. Then, select the **Retrieve Details** button.
3. On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:
 [Find suitable time and venue](#)
4. The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.

State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin



5. Select the **SCHEDULE** link to check the calendar for the testing center.
6. Select a test **date** and **time** from the calendar that matches your schedule.
7. Confirm your selected date and time and select **Add to Cart**.
8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 am through 12:00 am ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their zip code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address.

Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline. If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

PREPARING FOR YOUR EXAMS

The licensing examination that you will take has been designed to test what qualified Plumbing or Gas Fitting individuals should know as they work in the field. The test questions used on the examinations have been prepared and reviewed by a panel of qualified individuals and cover the wide range of topics individuals would normally encounter in either Plumbing or Gas Fitting should know as they work in the field during regular work operations.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description. Additionally, familiarize yourself with the reference materials that are allowed during the examination. The more time you spend outside of the testing room studying, the less time you will need to spend in the testing room trying to locate information. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin

EXAM DESCRIPTIONS

Journeyman Gasfitter

Number of Questions	40
Time allowed (hours)	1.67
Subject Area	# Quest.
General Knowledge	15
Sizing and Design	10
Hydronic Heating	2
System Installation	13

References

- **International Fuel Gas Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021**, 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters**, 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at <http://www.cengage.com/us/>
- **Modern Plumbing**, 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. <http://www.g-w.com/modern-plumbing-2015>

Journeyman Plumber

Number of Questions	70
Time allowed (hours)	2.92
Subject Area	# Quest.
General Knowledge	10
Drawings and Plan Reading	5
Trade Math	6
Tools	5
Sizing and Design	9
Fixtures and Fittings	6
Drain Waste and Vents	6
Roof Drain Systems	5
System Installation	7
Water Heaters	6
Safety	5

References

- **International Fuel Gas Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021**, 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters**, 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at <http://www.cengage.com/us/>
- **Modern Plumbing**, 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. <http://www.g-w.com/modern-plumbing-2015>

Master Gasfitter

Number of Questions	50
Time allowed (hours)	2.08
Subject Area	# Quest.
General Knowledge	15
Sizing and Design	12
System Installation	12
Hydronic Heating	3
Alabama Plumbing and Gas Law	8

References

- **Administrative Code Chapter 720**, 2018. Alabama Plumbers and Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. <http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf>
- **International Fuel Gas Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021**, 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters**, 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at <http://www.cengage.com/us/>
- **Modern Plumbing**, 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. <http://www.g-w.com/modern-plumbing-2015>

State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin

PURCHASING REFERENCE MATERIALS & STUDY GUIDES

Master Plumber

Number of Questions	100
Time allowed (hours)	4.17
Subject Area	# Quest.
General Knowledge	14
Drawings and Plan Reading	8
Sizing and Design	15
System Installation	15
Trade Math	6
Tools	5
Water Heaters	8
Roof Drain Systems	6
Fixtures and Fittings	6
Drain Waste and Vents	6
Safety	5
Alabama Plumbing and Gas Law	6

References

- **Administrative Code Chapter 720**, 2018. Alabama Plumbers and Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. <http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf>
- **International Fuel Gas Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021**, 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters**, 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at <http://www.cengage.com/us/>
- **Modern Plumbing**, 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. <http://www.g-w.com/modern-plumbing-2015>

The exams described above are based upon the study references for each exam. We have listed the reference book's ISBN and a website at which candidates can purchase the reference book. Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

Examination Preparation Course Providers and Book Suppliers.

You will be provided with a list of reference books when you apply for your test. You can also go to our website for this information. Many of the books for your examination are available from Prov using the following information.

- **Prov Bookstore**
10234 South 2460 East
Sandy, Utah 84092
<https://www.provexam.com/shop/>
Toll Free: 866-720-7768

If candidates need assistance in ordering any study materials, they may contact Prov at 866-720-7768. Most reference books can also be purchased by phone or online through the following companies.

Inside Alabama

- **Alabama Power Company (Books & Prep Course)**
HVAC Training Center
2388 County Road 93
Verbena, Alabama 36091
800-634-0154
www.alabamapower.com/hvac
- **Btrained (Prep Course)**
Brian Byrom
P.O. Box 3404
Hueytown, AL 35023
(205) 757-6733
Btrained2@gmail.com
www.Btrained.net

State of Alabama

Plumbers & Gas Fitters Examining Board

Candidate Information Bulletin

- **Lawson State Tech College (Books & Prep Course)**

Air Conditioning & Refrigeration
 U.S. Highway 11 South
 Post Office Box 308
 Bessemer, Alabama 35021
 205-925-2515
 205-929-3470
 Fax: 205-929-3598
www.lawsonstate.edu

- **NARS Training Systems (Books & Prep Course)**

Post Office Box 804
 Huntsville, Alabama
 800-722-3072
 256-536-7804
 Fax: 356-536-1525

Outside Alabama

- **@ Home Prep, Inc.**

900 East Hill Ave., Suite 380
 Knoxville, TN 37915
 800-952-0910
www.contractor-licensing.com

- **AAA Construction School, Inc.**

34 Arlington Road South
 Jacksonville, FL 32216
 800-741-7277 or 904-722-9994
www.aaaconstructionschool.com

- **American Contractors (Books & Prep Course)**

Exam Services & Book Store
 5000 Linbar Drive, Suite 250
 Nashville, Tennessee 37211
 800-955-7277
 Fax: 615-832-4550
www.examprep.org

- **Builder's Book Depot**

1001 East Jefferson Rd., Ste. 5
 Phoenix, AZ 85034
 800-284-3434 or 602-252-4050
www.buildersbookdepot.com

- **Florida Licenses and Corporation, Inc.**

1150 NW 72nd Ave., #720
 Miami, FL 33126

305-446-3442

www.floridalicensesandcorporations.com

- **International Code Council**

900 Montclair Rd.
 Birmingham, AL 35213
 800-786-4452
www.iccsafe.org

- **North American Contractors Association**

336-540-0149
www.infonaca.com

TEST DAY RULES AND PROCEDURES

Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins.

If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, you will be required to show a government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID.

You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

State of Alabama
Plumbers & Gas Fitters Examining Board
Candidate Information Bulletin

Prohibited Items

No cameras, recorders, watches, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Approved Items

You may bring the following approved items into the testing center:

- **Calculator.** Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References.** (See information above).

Reference Material Rules

All examinations are designed to allow you to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the candidate's exam. All reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

You should prepare your reference materials using **ONLY** the following methods.

- Highlighting
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Handwritten notes in PEN only are allowed in the margins of a reference book (no calculations).
- Moveable tabs are NEVER permitted in a reference book.
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference book are NEVER permitted.
- Test preparation study guides are NOT approved references and are NOT permitted in the testing center; this includes practice examinations.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam.

During the testing process you MAY NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Department. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen.

Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

RESULTS REPORTING

Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State.

Upon completion of an examination, a candidate's test will be scored and sent to the Alabama Plumbers and Gas Fitters Examining Board.

Prov's scoring system will grade your exam immediately upon completion of your test and you will receive your score report at the testing center. You must achieve a 70% score in order to pass the exam.

State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin

RETESTING POLICY

Candidate's eligibility is valid for 30 days from the beginning eligibility date. Candidates who fail the exam or who fail to take the exam by the end of their eligibility date must submit a retake form to the Alabama Plumbers and Gas Fitters Examining Board along with an additional examination fee. Please visit the Board's website for more details and a copy of the form.

Candidates cannot retake an exam once they have passed that exam unless required by the State of Alabama.

REVIEWS & PROV'S ACCEPTED PAYMENT METHODS

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their exam after failing an exam category two (2) times. To be eligible for a review, candidates must score within 10% of the required 70% passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be provided a printout of the questions they missed and the answers chosen in response to those questions.

The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **\$80.00** (includes tax) for each test reviewed. Candidates will request or schedule a review using the same methods described earlier for scheduling.

Review fees are collected by Prov. Payment for exams should be made directly to Prov. Please visit the State of Alabama PFGB Examining Board website for a complete schedule of fees.

Candidates paying for any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier's Checks
- Certified Checks
- Credit Cards (Amex, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

EXAM CHALLENGE PROCESS

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form. Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the State of Alabama PGF Examining Board. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

HAND SCORE REQUEST

Prov ensures the accuracy of our exam results. Our computer system, is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is \$25.00 (includes tax).

PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of

State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin

Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 150 Civic Center Suite 601 Sandy, UT 84070.

SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process.

If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

TESTING SITE AVAILABILITY

You may take your exam at any one of Prov’s testing centers. Prov has established thirteen (13) testing centers within Alabama where candidates can take their examinations.

You can also take your exam at home using Prov’s Examroom® service.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the **MINIMUM** requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of **uploading** files in excess of 3 Mbps

Please use the following links to do a system check **before you schedule** your exam to make sure your computer system will allow you to take a test using this system.

<https://examroom.ai/systemtest/>

When prompted “Permission to access camera and microphone”, you must click “Allow”.

If your system does not allow you to test at home, don’t worry, we have some great testing locations that are not too far away.

Fixed Testing Locations

The sites shown below are fixed locations where you make take your **theory** exam. The asterisk (*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Location						
Athens - ASUA	*	*	*	*	*	
Auburn - AU	*	*	*	*	*	
Birmingham - JSJC					*	

State of Alabama Plumbers & Gas Fitters Examining Board Candidate Information Bulletin

Enterprise - ESCC
Huntsville - CCC
Huntsville - UAH
Mobile - USA
Montgomery - ASU
Tuscaloosa - UA

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*		*				
		*				
	*		*			
*	*	*	*	*	*	*

South Quad Multi-Modal Parking Deck. A shuttle is available to take you from the parking garage to Foy Hall.

3. **Jefferson State Community College – Jefferson Campus**

Lurleen Wallace Hall - Room 322
2601 Carson Road
Birmingham, AL 35215

Directions: For a campus map please feel free to visit:
<http://www.jeffstateonline.com/locations/jefferson/>.

4. **Enterprise State Community College**

600 Plaza Drive
Enterprise, AL 36331

Directions: Turn left when you arrive on campus and then turn right into parking lot. The library is on the right.

5. **Calhoun Community College**

Huntsville Campus- Academic Testing Center
102 B Wynn Drive, Building 1, Room 122
Huntsville, AL 35805

Directions: For a campus map please feel free to visit:
<http://www.calhoun.edu/about-calhoun/campus-maps/directions-to-the-huntsville-campus>

6. **University of Alabama in Huntsville**

301 Sparkman Drive
Wilson Hall, Room 202
Huntsville, AL 35899

Directions: For a campus map please feel free to visit:
<http://www.uah.edu/map>.

7. **University of South Alabama**

307 University Boulevard N
Alpha Hall East - Room 326
Mobile, AL 36688

Directions: For a campus map please feel free to visit:
<http://www.southalabama.edu/maps/campusmap.pdf>.
Testing center is number 2 on the map.

8. **Alabama State University - Montgomery**

Montgomery 1500 Robert C. Hatch Dr. South -
Edward Glenn McGehee Hall, Rm 105
Montgomery, AL 36104

TEST SITE LOCATIONS

Prov has established nine (9) testing centers within Alabama where candidates can take their examinations. These testing centers are located in **Athens, Auburn, Birmingham, Enterprise, Huntsville(2), Mobile, Montgomery, and Tuscaloosa**. Please refer to the individual list for each site for its testing availability and directions.

1. **Athens State University**

Chasteen Hall
300 North Beaty Street
Athens, AL 35611

Directions: If you are headed EAST on Hwy 72, turn right onto Hwy 31 N after crossing the Hwy 31 overpass. Travel on N Hwy 31 for 1.1 miles. Turn left onto Hobbs Street. Travel west on Hobbs Street for .9 miles. The University Testing Center is on the Southwest corner of the Clinton and Hobbs St. intersection.

If you are headed WEST on Hwy 72, bear right at the intersection of US 72 and Clinton. The University Testing Center is on the Southwest corner of the Clinton and Hobbs St. intersection.

2. **Auburn University**

Biggio Center Testing Services
112 S. College Street
Auburn, AL 36849

Directions: For a campus map please feel free to visit:
<https://cws.auburn.edu/map>.

Parking is limited on campus. To park on the Auburn University campus as a visitor, you must pick up a guest pass from Parking Services. The Parking Services is located at the corner of Lem Morrison and Duncan Drive, in the

State of Alabama
Plumbers & Gas Fitters Examining Board
Candidate Information Bulletin

Directions: For a campus map please feel free to visit: <http://www.alasu.edu/about-asu/visiting-asu/index.aspx>. Parking is located Behind the Levi Watkins Learning Center Lot J or Lot-E. ASU has several designated spaces for visitor parking, but they require visitor a visitor parking pass. All candidates must stop by the testing office and obtain a visitor's parking pass. Parking pass must be visible through the windshield. Park in one of the visitor's parking spaces, as indicted by campus signage.

9. **University of Alabama - Tuscaloosa**
Testing Services – Houser Hall 2000
301 7th Avenue
Tuscaloosa, AL 35487

DIRECTIONS: For a campus map please feel free to visit: www.tour.ua.edu. The testing center is located in Houser Hall, Suite 2000. Houser Hall is located on the east side of the Ferguson Center.

TEST SITE INSTRUCTIONS